

~~ADMINISTRATIVE - INTERNAL USE ONLY~~

DD/A Registry

89-1542X

DIRECTORATE OF ADMINISTRATION OVERTIME TASK FORCE
MINUTES
29 August 1989

STAT 1. The meeting was called to order by the Chairperson,
[redacted] at 0800 hours in the DA Conference Room.

In attendance were:

STAT [redacted] Office of Communications
- Office of Financial Management
- Office of Information Technology
- Office of Logistics
Office of Personnel
- Office of Security
- Office of Training and Education

STAT 2. Trend charts depicting DA overtime use in dollars and
in hours worked for the years 1985 through 1989 were provided
to the Task Force members. [redacted] explained that the
charts depicting the hours worked were created by a division
of average hourly cost for overtime into the total dollars
expended. Consequently, the hours depicted are not 100%
accurate but will suffice to reflect trends.

STAT 3. The trends charts reflect that three Offices,
Communications, Financial Management, and Logistics should
actually reduce overtime expenditures in 1989. [redacted]
asked all members to determine which, if any individuals
within their offices were deserving of recognition for their
efforts in reducing overtime in 1989. He indicated that in
a conversation with the Director of Administration that
Mr. Huffstutler asked that any deserving individuals should
be written up for an appropriate award.

STAT 4. [redacted] passed on other comments from the DDA.
Mr. Huffstutler agrees, in principle, with the Task Force's
approach to involve line management in the process of reducing
overtime.

5. The Task Force members were provided with a listing of
organizational units to be reviewed by the Task Force. At the
next meeting these lists will be refined and the review phase
will commence. An Overtime Review Worksheet was also provided
as a strawman and will be refined at the next meeting. The
purpose of the worksheet is to assist in providing consistency
in the review process and should help in the final compilation
of data.

DD/A REGISTRY

FILE: O&M-33-AR

~~ADMINISTRATIVE - INTERNAL USE ONLY~~

6. There was a suggestion that in addition to the reviews that appropriate individuals from areas of high overtime usage might be brought in to discuss their programs with the Task Force. There was also a suggestion that someone from the Office of Personnel be invited to address the Task Force and outline procedural or regulatory initiative arising from the Inspector General report on Overtime. [] indicated he would attempt to have someone at the next meeting.

7. [] indicated that in a review of overtime within the Office of the DDA, he noticed that the DDA's driver had worked nearly 46 hours of overtime during a period when the DDA was on leave. He asked [] to look into how Motor Pool management might better control driver overtime as part of the Logistics review.

8. The meeting was adjourned at 0900 hours. The next meeting is scheduled for Tuesday, 5 September at 0800 in the Comptroller's Conference Room (7C36 OHB).

SUBJECT: Overtime Task Force

STAT

ORIG:EXA/DDA

Distribution:

- Original - EXA Subject
- 1 - Each DA Overtime Task Force Member
- 1 - DDA Subject
- 1 - DDA Chrono
- 1 - EXA Chrono

ADMINISTRATIVE-INTERNAL USE ONLY